



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 18-14

POSITION TITLE: Administrative Technician
POSITION TYPE: Regular, Full-time
LOCATION: Sioux Falls, South Dakota
SALARY RANGE: CL 25 (\$40,464 - \$50,598)
OPENING DATE: September 21, 2018
CLOSING DATE: October 12, 2018

The United States District Court for the District of South Dakota is accepting applications for a full-time Administrative Technician in the Sioux Falls, South Dakota office. This individual will perform duties such as organization of recruitment efforts, assisting with training efforts for the district, coordination of onboarding, procurement of office supplies, equipment, services, and furnishings for the district, preparation of invoices and travel vouchers, airline reservations and serve as backup for the Financial Technician. The Administrative Technician will serve Probation and Pretrial Services as well as District Court staff and provide general support to the Administrative Services Unit.

REPRESENTATIVE DUTIES

- Coordinate recruitment efforts to include posting positions, maintaining postings, scheduling interviews, phone screening qualified applicants, recommending candidates to management, and attending local job fairs.
- Complete reference checks on employment candidates.
- Coordinate and assist with the onboarding of new employees to include setting up pre-employment background checks and scheduling required first-day appointments.
- Enter and monitor training hours for the district.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts with a government-issued credit card.
- Organize time and delivery of purchases throughout district.
- Reconcile invoices against purchase orders for type, quantity, and condition of product received.
- Enter obligations and receive information into the accounting system.
- Assist with scheduling airline reservations for staff in accordance with applicable travel authorizations and regulations; prepare internal travel authorizations for approval.
- Create cost comparison spreadsheets.
- Assist with preparing correspondence and documents to include typing, keyboarding, formatting and generating documents from templates and notes.
- Generate standard reports from databases and computerized systems. Track statistics and data.
- Serve as backup to the Financial Technician.
- Provide support to the Human Resources Administrator and Fiscal Operations Administrator regarding administrative and operational duties.
- Some travel may be required.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; bachelor's degree preferred.
- A minimum of two years general clerical or secretarial experience is required; experience to include, but is not limited to, knowledge of office clerical practices such as telephone usage, data

entry, record keeping, electronic filing, and usage of basic office equipment.

- Previous human resources, administrative, or other relevant experience preferred.
- Demonstrated experience and comfort with technology such as Microsoft Word and Excel.
- Customer service focus and ability to deal with a wide variety of people tactfully and courteously, in person, in writing, and on the telephone.
- Strong organizational skills and experience in handling multiple workload demands.
- Accuracy and attention to detail.
- High adherence to confidentiality.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to permanent employees which includes:

- Ten paid holidays per year
- Paid annual leave accrued at a prorated schedule.
- Paid sick leave accrued at a prorated schedule.
- FERS retirement benefits
- Optional participation in the Thrift Savings Plan (TSP)
- Optional participation in choice of Federal Employees' Health Benefits (FEHB)
- Optional participation in choice of Federal Employees' Group Life Insurance (FGLI)
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service towards leave accrual rates and retirement if applicable

ADDITIONAL INFORMATION

- Selected candidate will be subject to a background investigation, including an FBI fingerprint check.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to the *Code of Conduct for Judicial Employees* which is available to applicants to review upon request.
- Applicants must be U.S. Citizens or eligible to work in the United States.

APPLICATION PROCESS

Qualified applicants should submit the following:

- A current resume including professional references;
- A Judicial Branch Federal Employment Application (AO 78) which is available at <http://www.uscourts.gov/> (Click on "Court Forms" and then on "AO 78").

Application packages must be received no later than 5:00 pm CST on Friday, October 12, 2018. All documents must be submitted in PDF format via email to:

mesa_scott@sdd.uscourts.gov

Incomplete application packages will not be considered.

The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court Unit Executive may elect to select a candidate from the original qualified applicant pool.

THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER